

Staff Congress: At-A-Glance

November 2, 2020

Update from Dr. Jay Morgan, President:

President Jay Morgan reported the following:

Our campus continues to move towards the end of the semester on November 24. On Thursday, November 5 MSU will offer another Covid-19 testing opportunity on campus for students and employees. These will be offered in Laughlin Health Building from 10 a.m. to 2 p.m. and they are free with no appointment necessary. Our next WebEx live stream to all employees will be on Monday, November 9 at 3 p.m. A link will be sent before the event so that you can join.

Chair Report: Shana Savard-Hogge

Chair Hogge reported the following:

Coronavirus

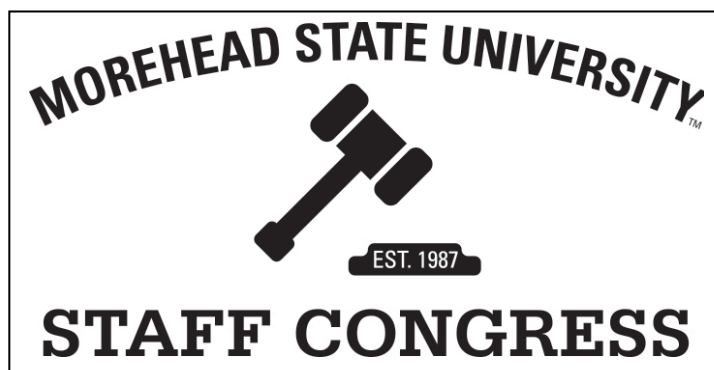
The number of employees testing positive since the October Chair Report is 6 as reported on the MSU Healthy at MSU Website. <https://www.moreheadstate.edu/healthyatmsu>

NUMBER OF POSITIVE CASES RELATED TO MSU*

Date	Employees	On-Campus Students	Off-Campus Students
Oct. 2-5	0	1	2
Oct. 6-8	0	1	1
Oct. 9-12	3	2	1
Oct. 13-15	0	0	0
Oct. 16-19	1	1	2
Oct. 20-22	0	1	2
Oct. 23-26	1	3	2
Oct. 27-29	1	4	0

INSIDE THIS ISSUE

- 1** Chair Report
- 3** Vice-Chair Report
- 4** Staff Salutes
- 7** Committee Reports
- 8** Staff Issues
- 10** Other Reports
- 12** Campus Announcements



Chair Report Continued:

*NOTE: The Rowan County Health Department is the official entity for all positive case counts for the county, including those cases at MSU. The numbers listed above are included in the health department's count. The data provided on new case counts is meant to provide general information and may differ slightly on any given day/week.

There are many protocols taking place behind the scenes to keep our campus healthy. **This is what you need to do:**

- TAKE TIME TO DESTRESS EACH DAY
- Wear a mask in the presence of others
- Social distance—keep at least 6 feet apart
- Wash your hands
- Direct students regarding exposure or symptoms to the MSU hotline at 606-783-4222 or email covid-19@moreheadstate.edu.
- Contact your supervisor regarding personal exposure or symptoms. The supervisor must immediately contact the appropriate Vice President
- Staff with teaching assignments must check email. (Official student absence information will be sent via email)
- Clean your office regularly
- Fill in your contact tracing information daily

PPE (masks, gloves, disinfectant spray or wipes, hand sanitizer, etc.) can be ordered via SchoolDude my.moreheadstate.edu or directly by calling the Procurement Office at 606-783-2018

Thank you for following social distancing guidelines and wearing masks.

There will be free COVID-19 testing in the Laughlin Health Building Gymnasium on Thursday, November 5, 2020.

St. Claire HealthCare continues to offer COVID-19 testing just outside the St. Claire Medical Pavilion from 7 AM – 2 PM, Monday, Tuesday, Thursday, and Friday, for anyone who wants to be tested. Testing is available without an appointment for all individuals, even those that have already been tested. Extended hours for COVID-19 testing are available on Wednesdays from 12 PM – 7 PM.

Winter and Spring Terms

Registration for Winter Term I & II and the Spring Semester 2021 will begin November 4th.

Other Items

Faculty Senate has drafted and had a first reading on Thursday October 15th of the Faculty Senate Resolution on fractionalization. The Faculty Senate Resolution was based on the recommendations given to Provost Albert from the Ad-Hoc Hybrid Staff Evaluation Committee. Staff Congress Executive Council met with Faculty Senate President Grupe and Evaluations Committee Chair Jenab to discuss the resolution. Each Staff Congress committee met to discuss the resolution and offer feedback that was presented to Faculty Senate leadership. An amended draft was provided to Staff Congress Executive Council to discuss in Staff Congress committees.

Staff Congress leadership attended the Special Called Faculty Senate meeting on 10/29/2020 to discuss First Year Seminar. There was a Motion that Faculty Senate create a joint faculty/staff taskforce with the Provost tasked with addressing the key problems identified in the meeting.

- Staffing First Year Seminar (including fractionalization)
- Oversight of First Year Seminar
- Solving the key problems identified with current FYS
- NEED VOLUNTEERS/How many SC reps teach/How many SC reps represent those that teach

Chair Report Continued:

The Ad-Hoc Supervisor Evaluation Committee met twice in October. We continue to develop the Supervisor Performance Evaluation. I think we are nearing completion of that tool and expect to have it completed by the end of November early December. We are also finalizing a Campus-wide climate survey that we will need approval to distribute. The survey will solicit feedback regarding work environment, benefits/compensation/recognition, management/communication/leadership/unit development and general comments. Once the work is complete it will go to Staff Congress committees for final revisions then the Staff Congress Executive Council will present to Dr. Morgan.

The Eagle Diversity and Inclusion Team has its Second Quarter meeting 11/10/2020.

Meeting with Dr. Morgan

The leaders of SC, FS, and SGA met with Dr. Morgan briefly Friday October 30th to touch base regarding Rowan County moving back into the red category with regard to the color-coded metrics map. Staff Congress Executive Council had emailed Dr. Morgan Wednesday October 28th to determine if staff would have expanded options to work remotely based on the new community recommendations. During the October 30th meeting Dr. Morgan, Russ Mast, and Dr. Russell indicated that MSU continues to offer high quality instruction and that remote work options are available to staff as appropriate. Dr. Morgan indicated he is meeting with focus groups across campus as an honest effort for feedback. SGA President Emily Wiley and Dr. Morgan indicated that the majority of students do not want to go completely virtual. We agreed that flexibility is key and that employees need to work through supervisors and Vice Presidents to address specific circumstances. Dr. Morgan indicated that with the new recommendations, VPs have been working to lower the number of employees on campus for a couple days and to reevaluate needs often. Non-instruction related activities should continue to be held virtually.

Thank You

The staff of Morehead State University have met many of the challenges of budget cuts and adjusting to and mitigating the effects of a global pandemic. Staff Congress would like to formally thank the staff of Morehead State University for the unprecedented effort that has been delivered time and time again in the face of change from both internal and external factors. Staff implement and execute the decisions and plans of administration. Throughout the pandemic, staff have supported and elevated instructional design, remote recruitment, student services, campus facilities, and regional engagement--just to name a FEW items. We are gearing up to do it again for the winter and spring terms, please make sure to prioritize your personal health and safety through regular and honest communication with your supervisor. Your fellow staff members would like to acknowledge that it has been difficult and at times overwhelming. We greatly appreciate and thank you for the vital role that you carry out every day to fulfil the mission of Morehead State University.

Vice-Chair Report: Laura Rucker

Vice Chair Rucker reported the following Staff Salutes:

Staff Salutes:



Samantha Bryant

"Samantha works long hours for her students to ensure they have the best possible experience. She goes the extra mile to take care of others and I felt that she deserve to have someone recognize her for the hard work she puts into giving our students their best chance. She is a asset to the TRIO community."

-Submitted on 10/5/20



Amanda E. Lewis

"Amanda always going above and beyond to ensure the safety of her students are her number one priority. She is willing to go the extra mile to ensure you succeed. She is a true asset for the TRIO community and a great leader."-Submittedon-10/5/20

Staff Salutes Continued:



Toni Shaw

“Tony works so hard for this University. He is always out and about on campus and everyone knows him. He interacts with all the students and staff members on campus. He also always has a smile on his face and is very friendly. He is the only member of MSU PD that we see out on a regular basis.”

-Submitted on 10/5/20

Rhonda Sloan

“Rhonda is always so happy to help anyone needing assistance with filling out the FAFSA. She is willing to take walk-in appointments or to meet them in their local county. Rhonda is always friendly and goes the extra mile.”-Submitted on 10/5/20

Staff Salutes Continued:

Valerie Catron

“Valerie does a lot of behind the scene work pertaining to transcripts and making sure that student matters are taken care of within 48 hours in the Registrar's office.”- Submitted on 10/8/20



Joe Rowe

*“Joe is the program director for MSUCorps/AmeriCorps. He always has a helpful attitude and goes out of his way to assist staff and students. Thank you for always bringing us joy and laughter.”
-Submitted on 10/13/20*

Benefits & Compensation: Committee Chair Amanda Holbrook

Committee Chair Holbrook reported the following:

10/8/20: University Employee Benefits Committee met. Items discussed included Final Report of the Hybrid Employee Evaluation committee, as well as documents pertaining to a child care partnership model.

10/14/20: Staff Congress Benefits and Compensation Committee met. Items discussed included UAR 324.05 (Staff Compensation and Classification) and picking back up on the staff survey which was placed on hold in the Spring.

10/16/20: Attended Faculty Senate Executive Council meeting to discuss feedback on the pending Faculty Senate resolution on hybrid staff.

10/21/20: Staff Congress Benefits and Compensation Committee met to discuss the pending Faculty Senate resolution. There is a concern that some departments who have staff that teach core courses in their unit as part of their regular job may be inadvertently affected by the current wording.

10/22/20: Attended Faculty Senate Evaluation sub-committee meeting to hear discussion on resolution.

10/23/20: Met with Faculty Senate chair Dr. Grupe to discuss resolution and suggested additional wording be added to allow for those staff who teach core courses in their unit (within policy) be able to continue to do so.

10/29/20: Attended Staff Congress Executive Council meeting.

Credentials & Elections: Committee Chair David Flora

Chair Hogge announced that David Flora was the new Credentials & Elections Committee Chair.

Committee Chair Flora reported the following:

Committee members discussed the Resolution on Fractionalization

The following statements and questions were submitted;

- Departments need to embrace their staff adjuncts and include them in meetings.
- What are the evaluations used for? What is the true purpose?
- Who is going to do the peer evaluations for FYS? Will the VP/ Supervisor have time to do all the peer evaluations?

Credentials and Elections Committee members will review the Resolutions on Fractionalizations and email any additional questions or feedback.

Sustainability Report:

No report.

Staff Issues: Committee Chair Jamie Carver

Committee Chair Carver reported the following staff concerns:

1. Comment/Concern

The 2021 fiscal year calendar on the Human Resources website needs to be updated

Response

a. Was updated 10/23/2020

2. Comment/Concern

While 5 football coaches are hired, is the university no longer on a hiring freeze? Other areas have shortages of personnel causing extreme work load stress. Some to the point of leaving the university. And will continue to do so. Yet, an area that already has an unexplainably massive budget is allowed to add more personnel at what is assuredly an inflated salary?

Response:

There was one full time football coach hired in July. The football season was canceled for this fall, however football operations did not cease because of the various activities (compliance, training, recruiting, etc.) surrounding the undertakings associated with overseeing a collegiate football program. The athletic department was asked just as other departments on this campus to implement costs saving measures.

To address your statement concerning a hiring freeze, there is no hard hiring freeze, but administrators responsible for hiring are asked to be diligent in their efforts to insure cost saving comprehensive procedures, including staffing to make sure we are efficient in our efforts to save resources.

Human Resources

3. Comment/Concern

February 17 – Academic Break for students - no classes, but MSU will remain open • March 30 – Academic Break for students – no classes, but MSU will remain open. Curious as to why the students are getting breaks on a random Tuesday and Wednesday while the university remains open?

Response:

“As you are aware, and due to concerns about students potentially bringing COVID-19 back to campus, we canceled spring break during the 2021 spring semester. However, we wanted to try to find a few dates on which we could provide “mini-breaks” to students during the semester to address the removal of spring break. Hence the two academic breaks placed in the spring calendar. Note that those dates are in the middle of the week, intentionally placed there so that students do not use the break to create a long weekend/get away from campus opportunity and potentially bring the virus back to campus.

In the last couple of spring breaks, we have provided an extra day of vacation to employees that could be taken during spring break week. With no spring break during the 2021 spring semester, we instead offered that extra day to employees any day during February.

There was discussion of combining one of the academic break days with a day off for MSU employees, but with students on campus there are many services that must be provided even when classes are not meeting. Thus it was not feasible to “close down the campus” for a day and the decision to spread the day off for employees and the two student academic breaks across two months.”

Greg Russell, Ph.D.

Provost and Vice President for Academic Affairs

4. Comment/Concern

Received notice of revision to PG-62 (Weapons Policy), which is being placed on December BOR meeting agenda. Forwarded to B&C committee for review, no one had any comments or concerns. This is a very vague statement. What is this concerning? What is being proposed?

Response:

“Answer from Benefits and Compensation Committee Chair:

The Staff Congress Benefits & Compensation committee was asked to review changes to PG-62 which bring the policy into compliance with Kentucky law. The revision that we received to review included a minor wording change in the

"Purpose" section which did not affect substance/meaning, and replaced a phrase ("by a person licensed to carry a concealed deadly weapon") with a reference to a specific statute (KRS 237.109) instead PG-62 can be found at the following URL: <https://www.moreheadstate.edu/Administration/Human-Resources/Personnel-Policies/MSU-Personnel-Policies/PG->

5. Comment/Concern

Why is it that the college of science staff has not been given the same safety concerns for "remotely work" as the entire university has? Howell McDowell employees are taking turns and only one person on each floor per week. College of Humanities staff is also working remotely along with many other staff on campus. College of science employees are all working everyday on campus. Can someone explain why college of science staff are not being held with the same safety concerns as others on campus?

Response:

"There are situations in which staff members are working part of their regular hours remotely. Situations of this type occurring in academic affairs have been discussed with and approved by the Provost. Supervisors are aware of the process by which these requests can be made and the conditions under which they will be granted.

Employee safety is paramount and is the reason why we implemented numerous safety protocols that are followed in campus buildings. We have implemented a mask requirement, created social distancing protocols/norms in our buildings, installed Plexiglas shields, and have made other PPE available throughout campus. Should staff in the College of Science believe that additional, specific to the college safety protocols are needed, please ask them to contact the Provost's office or make requests through their supervisor."

Human Resources

6. Comment/Concern

As the campus is dealing with Covid 19 issues it seems that across campus that there are different allowances made for some staff compared to others. What are the rules about working from home during Covid? Are these rules the same for all staff regardless of position? What documentation is needed to allow staff to work from home?

See Question 5.

7. Comment/ Concern

Are there any extra incentives the university has considered for non-smoking employees. If you notice staff leave several times throughout the day for a smoke break. This can add up to an extra hour of work each day. I think non-smokers should receive an extra incentive for not taking these smoke breaks. Human Resources can you advice?

Response:

"As for monitoring smoke breaks and other employee breaks, this is for the supervisor to monitor and make sure their employees do not abuse their two fifteen (15) minute breaks (morning, afternoon). To address receiving incentives, keep in mind smokers are paying the tobacco surcharge of an extra \$200 a month tacked on to their health care premium. "

Human Resources

8. Comment/Concern

With Rowan County now "in the red" with coronavirus cases are there any discussions on the potential for reducing the need for non-essential staff (category III) to be on campus?

Response:

“The concern from the staff, of the local community being classified as a “red” county, was brought up to Dr. Morgan from the staff congress chair. Dr. Morgan stated that information was expected to go out to the campus community the week of 11/2/2020 that would address the plan. The following excerpt from the 11/2/2020 email sent to the campus community: “Our Vice Presidents and direct Presidential Reports have worked with some units to lower the number of employees on campus for a few days in an attempt to assist our general community in pushing down the number of cases. Each will continue to work with their units to balance the work that needs to be completed, alongside helping our general community.”

9. Comment/Concern

As noted in the October 5, 2020 Staff Congress report, there was no response given by Harold Nally and he only answered part of the question and avoided the second part of why aren't staff receiving the same consideration for incremental increases to wages based on number of years. We receive evaluations without merit increases. If funding can be found for students, why can't it be found for staff?

Response:

“Staff Congress works through committees to make recommendations, inform decisions, and give a platform to important issues. The incremental increases to students was reported as a part of the Student Employment Workgroup which is an Ad-Hoc workgroup created by the President. Staff Congress has championed improving the student hiring process as a process efficiency to reduce the workload of staff across campus and to open access to opportunities for students. This is just one aspect of the work we have done and continue to do in regards to process efficiencies to improve workloads for staff.

Representatives are working through committees to make recommendations for employee benefits and staff compensation. There are several recommendations that are upcoming. Staff Congress Executive Council has been working to have a say in campus governance and is serious about supporting staff. There are two issues at play in the original concern and this follow up question: we need to devise career paths for staff (so changing institutions isn't the only path to career advancement) and we need to fund incremental compensation increases. Here are the committees that are addressing this work: Staff Congress Benefits and Compensation Committee, Employee Benefits University Standing Committee, and the Staff Congress Ad-Hoc Supervisor Evaluation Committee. The recommendations that will result from this work will need administrative support—this is why shared governance is so important and communication through structural and institutional channels are necessary. The work Staff Congress is doing in committees will only work if there is support from administration, please use your voice to support this work. If you would like further information please contact a member of the Staff Congress Executive Council or your Staff Congress representative.”

Staff Congress Executive Council

Other Reports

Staff Regent Report:

Craig Dennis reported the following:

The MSU Board of Regents (BOR) met for special called work session and audit committee meeting on Friday, October 6 2020 via WebEx video teleconference.

The complete BOR agenda book for this meeting can be found at:

<https://www.moreheadstate.edu/Leadership/Board-of-Regents/Archive>

The Audit Committee met at 9:00am, below is a link to the Audit Committee Meeting agenda:

<file:///C:/Users/MSUUSE~1/AppData/Local/Temp/October-BOR-Audit-Committee-Meeting-Agenda.pdf>

The auditors said the audit for MSU was “Clean” with no issues.

The BOR Agenda for this meeting is shown below:

AGENDA QUARTERLY BOARD MEETING— 10:00 a.m.

1. CALL TO ORDER
2. ROLL CALL
3. FACULTY, STAFF, AND STUDENT RECOGNITION
4. FOUNDERS AWARD RECOGNITION, Dr. Bob Albert
5. UNIVERSITY FUNDRAISING UPDATE, Mr. Jim Shaw

PRESIDENT'S RECOMMENDATIONS & REPORTS

A. Consent Agenda (Action)

1. Approve Minutes of August 6, 2020 Quarterly Board Meeting and September 24, 2020 Special Called Meeting (Approved)
2. Ratify personnel actions (Ratified)
3. Accept 2019-2020 Audit Report (Accepted)

B. Recommendations (Action)

1. Ratify 2019-2020 Amended Operating Budget (Ratified)
2. Adopt Resolution Authorizing the Sale of Morehead State University General Receipts Refunding Obligations (Adopted)
3. Accept Terms of Kentucky Bank, Inc. Lease (Accepted)

The main item of business for this special called meeting was to review the redesign of a large “chunk” of MSU debt. Dr. Morgan has successfully negotiated new terms on roughly 9-11 million dollars of MSU debt. These new terms include lower interest rates on bond debt which will lower our yearly debt payments and will “free up” hundreds of thousands of dollars per year over the next few years. The BOR accepted this plan and agreed to the terms provided through Kentucky Bank.

Human Resources Report:

Harold Nally reported the following:

The 2020-21 Personnel Calendar can be located at the following website:

<https://www.moreheadstate.edu/Administration/Human-Resources/MSU-Employees/Employee-Calendar>

Morehead State University Health Center will not be offering COVID-19 testing.

Morehead State University will waive the cost share, including copays, coinsurance and deductibles, for diagnostic testing associated with COVID-19, as well as for the in-network visit associated with COVID-19 testing, whether it takes place at a doctor's office, urgent care center or emergency department.

<https://www.moreheadstate.edu/Administration/Human-Resources/MSU-Employees/Health-Insurance/COVID-19-Health-and-Prescription-Benefits>

Open enrollment went smoothly no significant changes.

<https://www.moreheadstate.edu/Administration/Human-Resources>

Cabinet Report:

Dr. Caroline Atkins reported the following:

The Council on Postsecondary Education requires that all campuses increase the cultural competency of faculty, staff, and students. The consequence of not successfully making efforts in that direction is the inability to offer new academic programs. These are our latest efforts toward increasing cultural competency.

1. Diversity training through the National Coalition Building Institute has been completed for senior leadership, mid-leadership, Inclusion Ambassadors, and Diversity and Inclusion Teams. The IAs and the D&I teams will do some "practice" sessions in early December with full implementation in the spring semester. The NCBI model is two pronged: workshop on Welcoming Diversity, Equity and Inclusion and facilitating difficult conversations.

2. Campus Climate Survey--Dr. Joshua Qualls and I are working to analyze the survey. He is working on the quantitative data and I am working on coding the responses to the two open ended questions. We hope to have an executive summary available in December.
3. I have partnered with HR and Lora Pace/Laurie Couch regarding diversity and implicit bias training for employees and FYS students. Thus far 447 employees have completed the training. The student training has two modules, which will be completed before the semester ends.

Faculty Senate Report:

No Report

OLD BUSINESS:

No old business to report.

NEW BUSINESS:

No new business to report.

CAMPUS ANNOUNCEMENTS

- **11/04/20** Advanced Registration for Fall and Winter Classes Begins
- **11/05/20** at 10:00 AM – 2:00PM Free COVID-19 Testing/Laughlin Health Building
- **11/09/20** at 3:00PM WebEx Live Stream to Employees
- **11/24/20** Last Day of Fall Semester Classes
- **12/03/20** First Day of Winter Term II Classes
- **12/7/20** at 1:00 PM Next Staff Congress WebEx Meeting Link:
<https://moreheadstate.webex.com/moreheadstate/j.php?MTID=m492c7a233cd262c2078df6d001c8d219> Join by phone
 1-415-655-0003 US Toll Access code: 172 626 085
- **12/14/20** First Day of Winter Term I Classes
- **01/19/20** First Day of Spring Semester Classes
- Check <https://www.moreheadstate.edu/coronavirus> for updates on campus changes related to the Coronavirus.
- Don't forget to check www.msueagles.com for upcoming MSU athletic events.

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